

## **Policies for Rooms in the Library**

### **Kiefer Room (42) and Seminar Room (224) (Computer classrooms)**

- The Library computer classrooms are reserved exclusively for Library instruction during the first eight weeks of fall semester and the first four weeks of spring semester.
- **Library instruction requests have first priority for Library classrooms for the remainder of each semester; however other Brockport faculty, staff, or students may reserve them during times that no library instruction is scheduled.**
- Reservations for short-term use of the Library classrooms may be made within two weeks of the time/date requested, but not before.
- Semester-long courses will not be scheduled; departments may schedule room 224 as a regular classroom if absolutely no other computer labs are available.
- The rooms will serve as open computer labs to students when no other events are scheduled.

### **Special Collections Room (214)**

**This meeting room may be scheduled by College administrators, faculty, and staff for meetings and some special events.**

- Library functions have priority.
- AV equipment is available.
- Completion of the request form does not ensure room availability or event approval.
- Semester-long courses will not be scheduled; departments may not schedule this room as a regular classroom.
- The Library reserves the right to cancel or reschedule an event due to Library need.
- Events may not be scheduled on days or at times the Library is closed.

### **Webinar or Screening Room (215)**

**The screening room may be reserved by faculty and instructors, library staff, and groups of students for specific course-related viewing with written permission of instructor.**

- The Screening Room can be reserved by faculty and staff for :
  - Any campus instruction and research activities
  - Library instructional activities
  - Faculty and/or staff development (webinars, instructional programming)
- The Screening Room can be used ONLY for academic purposes. Use for recreational purposes violates copyright regulations regarding “public performance” of our library media.
- Semester-long courses will not be scheduled; departments may not schedule this room as a regular classroom.
- Users of the Screening Room are asked to leave the facilities, furniture and equipment in the condition and configuration in which they were found. Users of the room will be responsible for the security of the materials and equipment during their use.

- Instructions for all equipment will be provided. Contact the ITS Helpdesk at x5151 if you would like a run-through of the equipment prior to use.
- *Access to the Screening Room:*  
The door is locked at all times and the key is kept at the Circulation Desk. To use the room, stop at the Circulation Desk and a case with mouse, remote, and instructions will be checked out to you.

### **Library Classrooms (204, 225, 235, 244)**

**These four library classrooms may be scheduled by Brockport faculty, staff or students.**

- Library functions and instruction classes have priority.
- Semester-long courses may be scheduled periodically when other rooms on campus are unavailable or when the class could benefit by meeting in the library.
- Classroom configurations may be arranged ahead of time or by the class using the space during their scheduled times.
- The rooms are available on a first come first served basis when no other events are scheduled.
- Rooms 204, 225, and 235 have a large screen tv with a computer attached, suitable for showing or rehearsing presentations or online resources.

The schedule of availability of the Library classrooms is subject to change. Please check the hours posted for the Drake Memorial Library.

### **Details for Library Classrooms**

-Maximum capacity for all 4 rooms stated at **29**, but none have that many chairs or configurations for that at this point (June 2011).  
 -No tablet arm chairs. All have regular "library" chairs (no arms) which can be moved anywhere.  
 -All have tables of some sort.  
 -You cannot schedule two classes concurrently in Rooms 235/244 because the room partition is so thin. However, we have used both rooms where the extra room has served as overflow.

- 204:** New drop ceiling and lights.  
 1 gray chalkboard.  
 PC and large-screen tv display.  
 Wireless Internet can be sketchy in this room.
- 224:** Newer drop ceiling and lights.  
 12 pcs.  
 1 smart cart.  
 0 chalkboards.
- 225:** 1 very long blackboard.  
 1 regular blackboard.  
 PC and large-screen tv display.
- 235:** 1 blackboards.  
 1 PC and large-screen tv display.
- 244:** 2 blackboards.